**MEMORANDUM <<DATE>>**

**TO:** <<**STAFF**>>

**FROM:** <<PRINCIPAL FULL NAME, TITLE & CAMPUS>>

**SUBJECT:** Special Education Video/Audio Monitoring Request

**CONTACT:** <<PRINCIPAL NAME>>, 713-XXX-XXXX

A parent, District Trustee, or staff member, as defined by law, may request that video and audio equipment be installed in a self-contained classroom or other special education setting that meets the requirements of state law for such video and audio monitoring.

Before the District installs video and audio recording equipment in a self-contained classroom or other special education setting in accordance with Education Code 29.022, the District is required to provide written notice to all staff assigned to the applicable campus and to the parents of the students receiving special education services in the classroom or setting. For more information see EHBAF(LEGAL).

As required by law, this memorandum serves as notice that the campus has received a request to install and operate video and audio recording equipment in the following locations:

**Campus:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Room #** | **Teacher** | **Program** |
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The sole purpose of video monitoring is to promote the safety of students receiving special education services. Regular or continual monitoring of these recordings are prohibited and that video recordings must not be used for routine teacher evaluation or monitoring or for any purpose other than the promotion of student safety.

The District will maintain the video footage from these recordings for at least six (6) months, as required by law.

Please contact the campus principal with any questions.

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<<Principal Signature>>